# OPERATING PROCEDURE for WWEC RADIO ELIZABETHTOWN COLLEGE ELIZABETHTOWN, PENNSYLVANIA

A temporary statement of policy

\*\*\*\*\*\*

- I. <u>AUTHORIZED PERSONS ONLY</u> are permitted in the control room. This regulation has been established to decrease the possibility of of damage to the expensive equipment.
  - A. It is the duty of the man on the board to see that no one, other than authorized persons is permitted to enter the control room. However, spectators are permitted in the studio where they can see and hear everything that is going on, except when programming from studio.
  - B. It is suggested that the door be kept shut and locked; the door to the studio should be kept open.
  - C. Unless it is necessary for you to enter the control room, don't bother the man on the board. It is very distracting to have people going in and out and making noise when you are trying to program. A list of those persons authorized to have access to the control room is given in APPENDIX A.
  - D. Any individual(s) not included in APPENDIX A is/are not PERMITTED in the control room at any time, for any reason. This includes building proctors, girl friends, buddies, parents, et al.
- II. Anyone working on the board will use special care in handling all equipment. We have had frequent breakdowns to date, many of which could have been avoided through proper handling of equipment. TAKE IT EASY. None of the controls need to be forced. Be gentle with pots, turntable gears, and tape recorder switches in particular.
- III. The use of obscene, indecent, or profane language; unauthorized disclosure or use of messages; superfluous, false, or deceptive signals; the use of off-color jokes and expressions; and the transmission of unassigned call signals are prohibited by the FCC, and WWEC Radio.
  - A. Note that certain albums, especially some show albums and vocal groups (Limeliters, Kingston Trio, etc.) have certain cuts which are barred from the air. Check with Librarian or Program Director before using any such albums.

SPANIONS FRANCISCO ATHAMAMANA A ANGERTALIA IN ANGERTALIA a temporary transparent of the class · seressian AMERICAN IN SECURIOR STATE OF A COUNTY SECRETARIST CONTROL OF THE SECRETARIST OF THE SECR The willidiance that measured of boundains and see noticing . Lawe on dealt see at insect and no that any lo your said at ti. . A diff reine of fetificat is recover the lighted but enter tibe control room. . However, appetitions are specificated in the stidio: where they can see and hear everything that is a girne or .. eracut vice programming from studio... B. . It is suggested that the door be kept chut and docked; then Of . Unless if is nevergrantion you to enter the contratacover. don't bother the man on the board. . It is very distrasting. are trying to program. Allist of threspersons satherized. to have access to the central room is given in APPLHDIA ... D. Any individual(s) not included in a FEMILIX A is fare not i Palaiting in the contest from a tong time, for any reasons. . quelbhod. ,abretal larg perotocco valbilied asbulcei afdT . Spillband af erso lelosge ass like aread this no galifrow snough . III equipment. TAKE IT EASTY. Deng of the controls need to be forced: Bo gestle wisking of .. , butmanble gears, and tage recorden: bear additions of observations are professed and selections and the content an signals; the use of off-soldr joids and baparessions; and the transmission of unassigned call signals are premidited by the .olber Dewn bus . COM A. . Note that certain albums, .especially some show albums and vocal groups (Limeliters; Kingston Trid, etc.) have certain re asirerdid ativ mosel. The sir. Check with Librarian or Program Director before using any such albums.

- IV. Watch your mike pot-there have been several complaints concerning accidental slips where talking was audible in the background.
  - V. When a particular type program is scheduled, that type music, and ONLY that type, is to be played. The <u>only</u> exception—if a specified album is not available for <u>Showtime</u> or <u>Date with the Classics</u>, then a similar album of the same type music should be substituted.
  - VI. On <u>Easy Listening</u>, <u>Showtime</u>, and <u>Date with the Classics</u>, chatter should be kept to a minimum. Don't play single cuts; play three or four or even a whole side at a time.
- VII. NO INTERVIEWS are permitted with <u>anyone</u> during programming, except as directed on the program log with express consent of the Program Director. This DOES NOT apply to news programs. These are under the direction of the News Director.
- WII. Program Logs are maintained not only for the benefit and convenience of station personnel, but also in conjunction with the regulations as stated in our IBS membership, and thus must be kept up to date and accurate. Please help us maintain the necessary information by signing the time and your initials as directed at the bottom of each sheet.
  - IX. Once you have signed up for a specific time to be on the air, no changes will be made except in exceptional cases approved by the Program Director and/or the Executive Committee. Help avoid schedule changes and mix-ups by checking your personal schedule before signing up for air time.
    - X. Following each program the board man going off will replace used albums in the proper order on the shelf according to the code numbers (numbered with ink marker) on the album covers
      - A. Insure that each record is placed in the proper cover. The same applies to tapes.
  - XI. During campus political campaigns, any and all political announcements will be on an impartial, equal-time basis, under the direction of WWEC News. NO personal plugs of any kind will be permitted

- IV: Watch year aike pot--there have seen several compleints the constraint socidence laints where talking was audible in the background,
- V. Then a particular type program is scheduled, that type music, and talt that type, is to be played. The only exception—if a specific allow as not available for Showtine or Date with about the same type music should be substituted.
- vi. Do Leav Lilianing, Showting, ond Note with the Classics.
  chairer should be kept to a minimum. Don't play single cuts;
  pisy three or tour or even a whole side at a pine.
- VII. NO INTERVISES are permitted with <u>sampe</u> during programming.
  Skeept as directed on the program log with express consent
  of the Program Director. This DOLS for apply to news programs.
  Shees are under the direction of the News Director.
- All. Program Logs are maintained not only for the benefit and conjunction personnel, but also in conjunction with the regulations as stated in our IBS membership, and that must be hept up to date and accurate. Flease help us maintain the secessary information by signing the time and your initials as directed at the bettom of mach shoet.
- The Court you have majored up for a spacelific that to be od out the edge of the court particles and for the court particles. The form of the first particles and out the first particles and sixty and the form of the form o
  - Assign fliw ito aneg new brood and margorq and an inchited. As the steed along in the short according to the steed along or the along covers code cambers (combets a the marker) on the alban covers
    - A. Insure that each remord his placed in the proper cover.
- The During campus political campaigns, any and all years the comparts will be on no happartied, equal-base the camparts will be on no happarts of the camparts of last the camparts of last the camparts of th

- XII. At NO time, and in NO case shall anyone use the call letters WWEC on any form of transmitted communication media, or in anyway imitate or forge the programming of WWEC. The above media include amateur ham transmitters, small oscillator/transmitters, or transmitting equipment of a similar nature, including Citizen Band Tranceivers.
  - A. And at NO time, and in NO case shall anyone use the frequency of 740 kilocycles for any transmissions of any kind, other than those originating in the facilities of WWEC Radio, Elizabethtown College, Elizabethtown, Pennsylvania.

ANY VIOLATORS OF ITEMS # XII OR XII-A WILL BE REPORTED TO THE FEDERAL COMMUNICATIONS COMMISSION, AND WILL BE SUBJECT TO ANY FINES, IMPRISONMENT, OR OTHER PUNISHMENT DESIGNATED IN THE REGULATIONS OF THAT GOVERNMENT AGENCY.

ALL VIOLATORS OF ANY OF THE ABOVE REGULATIONS ARE SUBJECT TO TEMPORARY OR PERMANENT SUSPENSION FROM THE STAFF OF WWEC RADIO, OR ANY OTHER DISCIPLINARY ACTION DESIGNATED BY THE EXECUTIVE COMMITTEE.

Anyone can make  $\underline{A}$  mistake. Don't be the one to make the same mistake twice.

The Executive Committee WWEC Radio

at 30 time, and in 12 case shill anyone on the thirties of the thirties on any forth of tenansmitted tolending of the thirties of the properties and the properties of the properties and the properties of a similar nature; including tities had induced very

A and of No time, and in NO case chail brights und the invite the invited of the invited of 200 time and transmissions of and kind, esher that thee originating in the facilities of This late about town College; hitrabethtom.

Pennsylvania:

ANY VISIATORS OF ITEMS # XII OF ALL WILL BE VELORIDE. TO THE SALE SALE OF THE SALE OF THE

AND PTOLECORS OF ANY OF THE ARCHITECTURE ENGINEERS AND THE TOTAL OF THE STATE OF TH

Lawrence can make & mistakle. Bon't be the one to make the same

The Mysentive Committee

### WWEC OPERATING PROCEDURE

### APPENDIX A

### Authorized Personnel

Kenneth L.: Bowers, Advisor Mark Miller
Phil Reese
David Martin
Richard Lytle
Marty Heilman
James Steger
Mike Macalka
Chet Rose
Karl Boehringer

David Gross
John Eshleman
Philip Bufithis
Neil Cunningham
Gary Rorbaugh
Craig Lacov
Bill Smock
David Herbster
John Waggoner
Tom Farrow

- 1. Several girls will, from time to time, be acting as D.J.'s and, although they will not be working the board, they will be in the control room for their show. The man on the board will be notified in the event of such programming. NOTE This will be the only time these girls will be admitted to the control room
- 2. From time to time, certain groups from other college or commercial stations may visit our station. They are permitted in the control room on a NO TOUCH basis, with the consent of an Executive Committee Member.

# WHEN DANIARTHE PROCEDURE

## APPINIBLE A

Longopea Papagonal

. .

Kenneth L. hawers, Advisor Mark Mills Basse David Martis Basse Bichard Lytle Bistry Hallman James Stegor Mile Massika Mile Massika

Dayid Upops
John Hablepan
Philish Belichic
Heil Conclocker
Gary Repbaceh
Stil Smook
Dayid Horbacek
John Habet
John Harren
John Harren

- Several girls will, aron time to time, be acting as D.J. a and, although they will not be working the board, they will be in the control room for their show, The man on the beard will be notified in the event of such programming, NOTE This will be the only that the only will be the only that other sittle will be admitted to the central
- 3. Expanding to bime, negtain groups from other college op communcial stations may vist sopression. They are provided in the control mean as a harder party and the constant an insocutive Countrol Research.